

CASTLE POINT BOROUGH COUNCIL

CHIEF EXECUTIVE

JOB PROFILE

POST NO.: CX01

DESIGNATION: Chief Executive

GRADE: Local Scale Points

RESPONSIBLE TO: The Council

RESPONSIBLE FOR: The corporate administration and management of the functions of the Council.

LIAISE WITH: Members of the Council, Directors of the Council and other Authorities, and government departments necessary for the proper administration of the Council's affairs. Other external bodies, organisations and stakeholders who work in partnership with, or who have reason to deal with, the Council.

PURPOSE OF JOB:

- To lead the strategic and corporate management of the Council.
- To ensure provision of high level, expert policy advice directly to Members of the Council and across the whole of the Council's services.
- To ensure delivery of quality services to the people of the Borough.

PRINCIPAL ACCOUNTABILITIES:

1. To develop and lead the Council's Corporate Plan.
2. To oversee the management of all the Council's resources to meet service standards and improve the Council.
3. To work with Members and Senior Managers to ensure that the strategic aims of the Council are clear and that there is a coordinated and consistent approach to policy development.
4. To lead on the development of partnership working to enhance the provision of service.

5. To ensure that communications both internal and external are focussed, effective and timely, driving forward the need to establish corporate identity.
6. To oversee service delivery, ensuring the provision of quality services providing value for money.
7. To ensure the Council has effective performance management processes (both organisational and personal).
8. To ensure the Council achieves improvement in performance through the Council's Performance Management Framework.
9. To ensure the Council has a customer care focus.
10. To ensure the provision of equality of opportunity in service provision and employment.
11. To act as Returning Officer and be responsible for the conduct of all elections and electoral registration matters.
12. To ensure that all emergency planning activities and health and safety matters are carried out, promoting risk awareness and risk management.

**FUNCTIONAL
ACCOUNTABILITIES:**

1. To act as Head of Paid Service with authority over all other Officers, except where Officers are exercising statutory responsibilities.
2. To act as the Council's principal policy and strategy advisor ensuring that the Council conforms to all relevant legislation and regulations.

Competencies required:

Managing Change

Maximising Resources

Exploiting Partnerships

Political Sensitivity

Guaranteeing Delivery